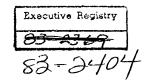
MEMORANDUM: *

THE WHITE HOUSE

WASHINGTON



May 3, 1983

TO:

Agency Heads

FROM:

Craig L. Fuller

Your representatives are cordially invited to participate with the White House staff in Just Plain English, a short program on better writing. We've reserved three seats for your agency at each of two presentations.

This is an opportunity to preview a promising program. The instructor, Air Force Lt. Colonel Tom Murawski, focuses on practical ways to make writing clear, complete, concise, and convincing. His approach is lively as well as informative. It has been well received by the 15,000 government employees who have participated in the past year.

The program will be presented in the theater of the Old Executive Office Building Room 450 from 9:30 a.m. to 12:30 p.m. on May 19 and repeated on May 20. Your representatives should reach the guard desk at the 17th Street entrance half an hour early.

So we can arrange for passes, please send the names and titles of each day's participants to Bob Hill, Room 94, 456-7610. He needs the information by May 12.

Enclosure: AP news article

